



DEPARTMENT OF PERSONNEL
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<http://dop.nv.gov>

MEMO PERD #22/06
June 12, 2006

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: Revised Grievance forms

Based on regulations that were adopted by the Personnel Commission on September 23, 2005, and became effective on October 31, 2005, we have modified, with input from the agencies, the "Agreement to Extend Grievance Filing Periods" form TS-145 and the "Formal Grievance" form NPD-50-A. These forms are attached for your use and are also available on our website at <http://dop.nv.gov/forms.html>.

This new version of form TS-145 must be used to extend steps 1-3 of the grievance process; please discontinue use of the old form. If you have any questions regarding either of these forms, please contact Renee Travis at (775) 684-0111.

JG:sq

Attachment

cc: Agency Personnel Liaisons
Agency Personnel Representatives

FORMAL GRIEVANCE

THIS FORM MUST BE COMPLETELY FILLED OUT

Name of Grievant (Please Print): Job Title: Date of Hire:		Work Phone: Home Phone:		
Home Mailing Address: Street or P.O. Box: City: State: Zip:		Work Mailing Address: Dept: Div/Section: Street or P.O. Box: City: State: Zip:		
Date, time and place of event leading to grievance:		Date you became aware of the event, <i>(if different)</i> :		
Detailed description of grievance including names of other persons involved, if any <i>(Ref. NRS 233B.121)</i> :				
Applicable sections of NRS and NAC <i>(Grievant must identify all statutes/regulations pertinent to this grievance if submitted to Employee-Management Committee. If none, please so indicate. Ref. NRS 233B.121)</i> :				
Proposed solution to grievance:				
Grievant: File a copy of this form with your immediate supervisor and retain a copy for filing at the next step or steps (see instructions on page 2 for a description of who to file with for steps 1 through 4) if necessary. If you do not receive a response within 10 working days or disagree with the action taken, you may file a copy of the grievance at the next step.				
Step	Grievance Filed With <i>(Please Print Name)</i>	Date	Grievant's Signature	Date
1				
2				
3				
4				

NPD-50-A
(Rev.: 5/19/06)

See instructions on page 2 of this form for procedures to be followed in filing a formal grievance.

GRIEVANCE PROCEDURE

A grievance is defined as an act, omission or occurrence which a permanent employee feels constitutes an injustice and can be established on factual information. It may relate to any condition arising out of the relationship between an employer and an employee, including but not limited to, compensation, working hours, working conditions, membership in an organization of employees or the interpretation of any law, regulation or disagreement. It does not include position allocation, involuntary transfers, dismissals, demotions, or suspensions.

The grievance procedure and statements made on this form do not include all the rights available to a grievant. Consequently, NAC 284.658 through 284.697, which provide direction for the adjustment of grievances, should be reviewed prior to the filing of a grievance.

Instructions for All Parties (Employee and Management)

1. All parties may consult with and receive the assistance of their department personnel offices or the Department of Personnel in resolving a grievance (NAC 284.662(4)). Department of Personnel Contact information can be obtained from our website <http://dop.nv.gov/>, or by calling (775) 684-0119.
2. A formal grievance must be filed within 20 working days following origin of the grievance or the date an employee who feels aggrieved learns of the problem. **Every effort should be made to resolve the grievance by informal discussion during this 20-day period.** NAC 284.678(1)
3. Except for grievances filed with the EMC, the time limit for filing a grievance and for taking any action required by either party at steps 1-3 in the grievance procedure may be extended by the mutual agreement of the parties. Use form TS-145 for this purpose.

Instructions for The Employee Submitting A Grievance (Grievant)

1. When a formal grievance is filed, all the information requested on the NPD50-A form *must* be provided. The description of the grievance should include the names of other persons involved in the act, omission or occurrence.
2. The normal course of action in the grievance procedure is as follows:
 - Step 1: File with Immediate Supervisor - If not resolved within 10 working days, take next step.
 - Step 2: File with Division Head - If not resolved within 10 working days, take next step.
 - Step 3: File with Department Head - If not resolved within 10 working days, take next step.
 - Step 4: File with Employee-Management Committee - Within 45 working days of receipt of the request, the EMC will render a decision or schedule a hearing and then render a decision.
3. Following receipt of notification of action at steps 1-3, the grievant has 10 working days to refer the grievance to the next step unless the time limit is extended by agreement of the parties. A grievance may be submitted to the next level if the grievant has not received notification within the 10 working day period in which such action is required. The respondent, at each step, retains the documentation received from the grievant. The grievant is responsible for maintaining copies of the documentation he provided for his records and for filing at the next step in the grievance procedure, including attaching all previous responses when submitting the grievance to the next step.

State of Nevada
AGREEMENT TO EXTEND GRIEVANCE FILING PERIODS
(Pursuant to NAC 284.678)

This form must be used in order for an employee and an appointing authority (or his designated representative) to extend the time limit for filing a grievance or for taking any other action required by either party at any step in the grievance process as specified in NAC 284.678 through 284.697.

By entering into this agreement, the parties agree to the conditions specified in this document and fully intend to act in good faith to resolve this matter. In the event that the parties cannot reach a resolution to this matter within this extended time frame, another extension may be agreed upon on a separate form. If there is not an agreement from both parties for another extension, the grievant will then continue with the prescribed procedures pursuant to NAC 284.678 through 284.697. If a grievance is subsequently filed with the Employee-Management Committee, this form must be attached to the NPD-50.

Employee Name (print)	Title (print)
Department/Division	Agency ID/Home Org
Nature of grievance (optional)	

Pursuant to NAC 284.678, as authorized by the signatures below, the parties hereby agree to extend the:

- ☐ date of the initial filing period
- ☐ filing period for step # _____
- ☐ response period for step # _____

in order to continue working towards resolution of this matter before proceeding to the next step of the grievance process. We agree to extend this period to

_____ at 5:00 p.m.
(date)

Employees/or Representative:

Signature	Date
Print Name if different than employee name listed above	Print Title

Agency Appointing Authority or
Designated Representative:

Signature	Date
Print Name	Print Title

(Although not specifically mandated, the Employee-Management Committee strongly recommends that the parties do not extend the informal discussion process more than 15 working days unless significant progress is being made towards a workable solution.)